

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

29 May 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-057

POSITION: Budget Analyst (D1924000) (GS-0560-09/11) EXCEPTED POSITION

LOCATION: DCSLOG, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$47,448 to \$61,678 per annum **GS-09**

\$57,408 to \$74,628 per annum **GS-11**

CLOSING DATE: 12 June 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Officer (**O-5 and Below**), Warrant Officer and Enlisted Technicians who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level or thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of applying the principles, practices and methods of budget execution.
2. Ability to recognize quantitative relationships between program plans and budgetary data.
3. Ability to review budgets/funding trends, compile funding projections and prepare funding recommendations.
4. Knowledge of and ability to prepare and present detailed reports/briefings to management and others.
5. Skill of analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency.

GS-11

1. Knowledge and skill in providing fiscal and budgetary policy.
2. Knowledge of logistics functions.
3. Skill in the use of an automated accounting system.
4. Knowledge in budgeting and executing multiple budgets
5. Ability to independently carry out work assignments with limited supervision.

COMPATIBILITY CRITERIA: OBranch: Immaterial
WMOS: Immaterial
MOS: Immaterial

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of a Budget Analyst.

Applicant must provide a copy of transcript to receive substitution of education.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-7860/COM (207) 626-7860 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located in the Army National Guard (ARNG), Joint Force Headquarters (JFHQ), Deputy Chief of Staff (DCS), G-4 office of the Director. The purpose of this position is to perform analytical, technical, and administrative duties of budget formulation and justification, presentation, and execution. The incumbent in this position is responsible for the following Management Decision Packages (MDEP) or portions thereof: AMCE, AMTE, AMTV, NGP2, QLOG-C, and a portion of QLOG-F and the logistics portion of PRID, PRAT, and TRST.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the primary analyst regarding logistics resource management. Performs program analysis, including planning, programming, budgeting, funds allocation, accounts management, internal controls and reporting. Provides fiscal and budgetary policy, and regulatory guidelines for the directorate. Accomplishes the full spectrum of logistics budget functions in support of state and federal operations, training, readiness missions, natural disasters, and Homeland Defense/ Defense Support of Civil Authorities (HLD/DSCA).

(2) Executes budget. Continually analyzes and evaluates unexpected changes and gaps in program plans and funding. Reviews expenditure of DCS, G-4, logistics appropriations, re-imbursement allocations and transfer of funds. Exercises technical authority and control in approving or disapproving funding requests based on fiscal law, regulation, or policy. Reviews funding documents for assigned appropriations. Allocates appropriated funds to individual activities/functional areas based on an analysis of activity budget estimates, historical expenditures, quarterly projections, and approved funding. Reviews, edits, and consolidates annual and multi-year budget estimates for assigned organizations and programs into a consolidated budget request. Prepares or edits narrative justification and projected funding needs, and assures data in request is formally and accurately documented in a wide variety of unrelated forms, schedules, and reports.

(3) Performs program analysis of actual expenditures compared to planned utilization of annual budget and/or allotment authority, evaluates fund availability to achieve balance of approved objectives and determines where reprogramming actions may be necessary. Identifies trends and patterns, recommends ways to improve utilization of funds, and suggests alternative funding approaches. Evaluates the effect of cost and programmatic changes on the budget execution process. Adjusts fund allocations as required. Verifies, enters and adjusts budgetary data in a variety of forms, schedules, and reports. Provides analytical guidance for year-end close out to ensure proper, legal, and full utilization of funds.

(4) Provides financial advice, interpretation, and guidance on a variety of budget related matters, to include types of funding available, budgetary changes, and year-end closeout procedures.

- (5) Presents effective analyses of financial management information regarding the expenditure of appropriated funds utilizing a network of multi-level federal operating systems. Appointed as an approving authority for release and expenditure of logistics funds and a member of the Program Budget Advisory Committee (PBAC). Prepares information for and documents results of quarterly PBAC meeting. Conducts briefings and documents the monthly financial management meetings with Program Director. Conducts funds reconciliations with the USPFO.
- (6) Serves as a technical authority and expert on matters of OPTEMPO and logistics funding issues for the Directorate. Manages the Defense Travel System (DTS) for the DCS-G4/DCSLOG.
- (7) Performs other duties as assigned.